

GRACE CHRISTIAN ACADEMY

Elementary Family Handbook

2021-2022



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FOREWORD

Grace Christian Academy (GCA) is dedicated to providing students with a quality Christian education. Since 1993, we have focused on teaching students the principles of Christian leadership, self-discipline, responsibility, integrity, and good citizenship. Your child's time at GCA will be one of both spiritual and academic growth.

The GCA Administration has developed this handbook for parents and students. Please take the time to thoroughly review this handbook. During the school year, the administration reserves the right to modify and/or add new rules. Parents will be informed in writing of any changes to the handbook. If after reading the handbook you have questions, please do not hesitate to contact the school office.

Statement of Faith

Grace Christian Academy maintains the fundamental teaching of God's Word. We believe in the:

- Inspiration of the Holy Scriptures.
- Trinity: Father, Son, and Holy Spirit.
- Deity of our Lord Jesus Christ and His virgin birth.
- Forgiveness of sin only by the blood of Jesus.
- Salvation by grace through faith.
- Divine healing.
- Infilling of the Holy Spirit.
- Return of Jesus Christ.
- Fellowshiping with all denominations of the Christian faith.
- Institution of marriage and family that are ordained by the Lord God Himself.
- Institution of marriage that is sacred and is between one man and one woman.
- Clear teachings of the Holy Bible and any other definition of marriage is against the expressed will of God.

Vision Statement

Grace Christian Academy will become a preeminent school that relentlessly pursuers excellence from a Biblical worldview where Spirit-led students are fully equipped to confidently fulfill their God-ordained purpose.

Mission Statement

Grace Christian Academy will partner with a vibrant church and committed parents to prepare students for greatness within a Christ-centered, college preparatory environment that empowers students to pursue academic excellence, ignites a passion for God, strengthens gifts and talents, cultivates a heart for service, and prepares transformational leaders.

Philosophy of Grace Christian Academy

The educational philosophy of Grace Christian Academy is that God lovingly planned all of creation with an eternal purpose. God is the center of life. He has revealed Himself through His written Word. His Living Word and His creation. He is the author of all things and desires to be intimately involved with His creation.

God created man in His image, unique and valuable. However, because of one man's sin, all of mankind is separated from fellowship with God. Only through the sacrificial death and resurrection of His Son, Jesus Christ, is the restoration of intimacy with God made available.

The Holy Spirit works to convict man of his sin and reveals to man his need to receive salvation by grace through faith in Jesus Christ. The Holy Spirit then guides, teaches and comforts the redeemed man through His indwelling.

The lifelong process of education is the progressive realization of each person's unique God-given physical, social, spiritual and mental potential. Through godly teachers, led by the Holy-Spirit, Biblical truths become the framework for all knowledge. By learning to filter all knowledge and experience through the Word of God, the student becomes able to determine God's truth and develop wisdom. The student is led to discover God's presence in all aspects of life and to realize a personal role in God's plan. The student then is equipped to be used by the Holy Spirit to effect positive change in the world.

God has commanded parents to teach their children to love God and honor Him in all they do. The Christian school becomes a partner with the parents in accomplishing this goal.

Grace Christian Academy Objectives

I. For the Spiritual and Moral Development of the student, the school aims to

1. Teach the Bible is God's inspired Word and to develop attitudes of love and respect toward it.
2. Teach the basic doctrines of the Bible.
3. Lead the student to a personal belief in Christ as Savior and Lord through a confession to God of sin.
4. Develop a desire to know and obey the will of God as revealed in the Scriptures.
5. Equip the student to carry out the will of God on a daily basis.
6. Impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelizing and disciplining and to stimulate the student's involvement in this task.
7. Develop the mind of Christ toward godliness and sin and to teach the student how to overcome sin.
8. Encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authorities.

9. Help the student develop a Christian worldview.

II. For the Academic Development of the student, the school endeavors to

1. Promote high academic standards and provide help to the student in realizing full personal potential.
2. Help each student gain a thorough comprehension and command of the fundamental processes used in reading, writing, speaking, listening and mathematics.
3. Teach and encourage the use of good study habits.
4. Teach the student how to do independent research and to reason logically.
5. Motivate the student to pursue independent study in areas of personal interest.
6. Develop creative and critical thinking and proper application of Biblical criteria.
7. Promote good citizenship through developing the understanding and appreciation of our Christian and American heritage of responsible freedom, human dignity and acceptance of authority.
8. Discuss current affairs in all fields and relate them to God's plan for man.
9. Produce an understanding and appreciation for God's world, an awareness of man's role in the environment and the God-given responsibilities to use and preserve it.
10. Encourage an appreciation of fine arts through the development of understanding personal expression.

III. For the Personal and Social Development of the student, the school aims to

1. Help the student develop a proper understanding of being a unique individual, created in the image of God and to help develop individual capabilities to the fullest extent possible.
2. Teach the student to treat everyone with love and respect since all are made in God's image.
3. Make the student a contributing member of society, realizing a mutual dependency on others and the need to be a servant.
4. Promote an understanding of time as a God-given commodity and the individual responsibility for effective use of it.
5. Show a realistic and Biblical view of life and work and to provide skills for personal relationships and future endeavors.
6. Develop both good and proper attitudes toward marriage and family-life and also to gain the understanding and skills needed to establish God-honoring homes.
7. Promote physical fitness, good health habits and wise use of the body as the temple of God.
8. Impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory.

IV. For the Enhancement of the Home Environment of the student, the school desires to

1. Help the family understand its fundamental role in the education of children.
2. Help the parents understand the school's purpose and program.
3. Assist parents in keeping current with the changing culture and its implications and effects on family-life and children.
4. Aid families in Christian growth and to help them develop God-honoring homes by encouraging regular attendance and involvement in a local church.

Notice of Non-Discrimination

GCA admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic or other school-administered programs, nor in the hiring of faculty or administrative staff.

GCA Accreditation, Memberships

Grace Christian Academy is accredited by the International Christian Accrediting Association (ICAA), AdvancED Worldwide, and the Texas Private School Accreditation Commission.

ICAA

The International Christian Accrediting Association first awarded accreditation in 1987. ICAA was developed in a pilot program via the Oral Roberts University Educational Fellowship. As of August 2016, more than 100 elementary/secondary schools were involved at some stage of the ICAA accreditation process.

The purpose of ICAA is to assist in continual improvement for Christian schools that exhibit credibility of performance, integrity and quality. ICAA is both evaluative and educative. In the evaluation process, the Association has established standards and criteria by which it reviews its members and determines their advancement to different status levels of accreditation. In the educative process, ICAA provides materials, workshops, seminars and access to Christian professional educators to assist each school develop quality Christian educational programs.

GCA earned ICAA/Advance ED accreditation in 2000, and re-accreditation in 2005, 2010, 2015, and 2021.

Advance ED

Advance ED is the unified organization of the North Central Association Commission on Accreditation and School Improvement and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Advance ED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services. Advance ED creates the world's largest education community, representing 27,000 public and private schools and districts across the

United States and in 65 countries worldwide, educating 15 million students. NCA CASI and SACS CASI schools share a unified, clear and powerful accreditation process designed to help schools continuously improve.

GCA is a member of Advance ED.

TEPSAC

The Texas Private School Accreditation Commission (TEPSAC) helps ensure quality in private schools by monitoring and approving organizations that accredit the various non-public elementary and secondary educational institutions in the state of Texas.

Since 1986, the Texas Education Agency, through the Commissioner of Education, has recognized the accreditation responsibilities of TEPSAC and its affiliated non-public schools and associations. Subsequent to the establishment of TEPSAC in 1989, direct accreditation of non-public schools by the Agency was phased out and discontinued.

The relationship of TEPSAC with the State Commissioner of Education allows for the following activities related to accredited non-public schools:

Transferability of student credits earned in accredited non-public schools to Texas public schools.

Recognition of teacher service in accredited non-public schools for salary increment purposes in Texas public schools

TEPSAC meetings held biannually with Agency liaisons to ensure the ongoing integrity and quality of the process

ELEMENTARY ACADEMICS

Grace Christian Academy offers a Biblical-based, private school environment with high academic standards, small class sizes, and exceptional teaching.

Academic Philosophy

Grace Christian Academy's philosophy is that a quality education requires two fundamental criteria: (1) curriculum that integrates God's truth into all courses, adequately challenging and preparing the student for future educational endeavors and (2) dedicated teachers who are Christian in belief and action. In order to take full advantage of the educational program, every student is expected to use all available school and home resources with the goal of performing at the highest level possible. Diligence in academic work will provide the proper foundation on which God can fashion His plan for a young person's life.

Curriculum

Grace Christian Academy has developed a curriculum specifically for our school that leads to continuing academic and spiritual growth. The Bible tells us to "Train up a child in the way he should go, and when he is old, he will not depart from it". (Proverbs 22:6).

Our academic day includes Bible classes, Scripture memorization and prayer. Throughout the course of the day teachers integrate Biblical truths in their lessons that apply to day to day living and working with others.

A variety of multisensory resources and Christian publishers such as Bob Jones University Press are used. The main publisher that our elementary grades use is BJUP.

Bob Jones: Bob Jones is a competitive curriculum that combines traditional methods with current methods for an effective comprehension program for academic success and measures performance through formative and summative assessments.

Elementary classes are designed to provide the solid foundation necessary for success in secondary classes. The following classes are offered for elementary grades but may vary depending on the grade level.

Bible
Chapel
Science
Health
History
Geography
Government
Mathematics

Language Arts
Writing Composition
Grammar
Penmanship
Phonics
Spelling
Vocabulary
Reading

Library Skills
Physical Education
Art
Music
Spanish
STEM
Technology

Technology is incorporated into the classroom for enrichment, reinforcement, and group work.

Grading System

Grades are the primary means of reporting academic performance to students and parents. They represent the objective assessment of learning identify both accomplishments and areas that need further work. Reporting of grades to parents and students follows both a formal and informal format. Elementary students are required to take their work home for review by parents.

Academic Core Classes (Bible, Math, Language Arts, Phonics/Reading, Science, Spelling, and Social Studies) receive numeric grades:

Grade Average	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
69 and below	F

Conduct Grades: E, S, N, U Letter Grades

Specials Classes Grading: E, S, N, U Letter Grades

Progress Reports/Report Cards

The RENWEB system is used at GCA. Formal communication of academic and behavioral progress takes the form of Progress Reports and Report Cards. Parents are encouraged to discuss the grade reports with their child and seek further communication from the teacher, if necessary.

Progress Reports are issued electronically after the fourth week of every quarter. These reports are designed to communicate academic progress so that if necessary, a timely intervention may result in improvement before Report Card grades are issued. Parents can view grades on ParentsWeb at any time throughout the school year.

Report Cards are issued electronically a few days after the end of the quarter.

Academic records will not be sent to another school upon withdrawal unless the financial account is cleared.

Promotion Policy

K-2nd grade: Students are promoted or retained based upon the teacher's recommendation, academics, and social maturity.

3rd-5th grade: Students are retained at the same grade level if they fail more than one subject. If either Math, Language, or Reading is failed, the teacher will recommend whether or not the student is promoted. Factors such as age and social maturity are considered by the teacher before recommending a student be retained. If promoted, the student will be required to attend summer school or tutoring.

Homework

Grace Christian Academy recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each pupil's educational program and should be related to the GCA educational philosophy and goals. Homework is intended to be a purposeful extension of the school day that contributes to the student's education throughout the development of personal responsibility and the establishment of good study habits.

Teachers will assign homework as necessary, considering the grade and ability level of the students and the difficulty of the subject matter. All assignments are due on the assigned date. Every effort will be made to limit assignments with regard to time requirements and eliminate assignments on Wednesdays in order to encourage students to attend mid-week church services and activities. Teachers will determine penalties for late work.

Homework Requests

Students will be responsible for making up any assignments, tests or quizzes missed due to absences, tardiness or early dismissals. Generally, students have one calendar day for each day absent to complete make up assignments. Teachers will consider extenuating circumstances and make the necessary allowances for the make-up work to be completed.

When a student is absent, the parent should make arrangements to pick up assignments. The school office must be contacted by 10:30am in order for all the materials to be available in the main office by 3:00p.m.

Assignment Planners (Grades 3-5th only)

The purpose of the assignment planner is to promote responsibility and assure daily communication with parents. GCA provides the Assignment Planners for students in grades 3rd-5th. Students are expected to make good use of this resource to assist them in remembering homework assignments, test dates, etc. by copying this information, which each teacher will post on their board. Parent's full cooperation in seeing that the assignments are completed and the daily page in the Assignment Planner is signed.

Weekly Wednesday Folders

Elementary students will take home a weekly folder each Wednesday. The folder will include a student's weekly conduct grade, tests, quizzes and daily work. Parents are encouraged to review these papers carefully with their child. The folder must be signed and returned the next day with all graded papers, tests and quizzes.

Academic Tutoring

Academic tutoring are for individual or groups of students that need reteaching on a particular concept. Teachers will provide tutoring as needed.

Learner Services

GCA provides support for students who may struggle in a traditional classroom setting without accommodations or additional services. The Learner Service provides accommodations and extra services to our students as well as professional development, coaching, and support services to our teachers and parents to ensure academic success of all learners.

Accommodations- Students who will need accommodations in the classroom will have the opportunity to receive assistance. Teachers and parents will work together to create a cohesive team by meeting and discussing which Level 1 accommodations will benefit the student. If the student is still not progressing then Level 2 accommodations will be offered. The teacher, parents/guardians, and administration will create a successful plan for the student.

Parent Information Nights- Leaps in Language and GCA will host parent information nights on topics to educate, engage and empower student success.

Services- GCA will be partnering with Leaps in Language to offer services to students who have speech, language and/or academic struggles. Services will be offered during school hours and come at an additional cost to the parent.

Achievement Testing

Each student in K-5th grade will be given a school approved standardized assessment at the end of April. Achievement testing determines a student's progress as well as scholastic strengths or weaknesses. GCA teachers do not "teach to the test" but throughout the school year create strong academic foundations focus on objectives and concepts.

Bible/Chapel

The Word of the Lord is taught daily to all students. Teachers teach a lesson a day by using Bob Jones University Press Bible Curriculum. All regular weekly chapels are scheduled on Thursdays. Chapel services give teachers and students an opportunity to worship, pray, fellowship and listen to God's Word together. The pastor, staff, students and outside speakers lead in chapel services.

Scripture Memory

God's Word is the most important thing we can teach our children to memorize. Not only will memorizing scripture help form their character, strengthen their faith, and teach them the Truth, but it will also be there for them to comfort, encourage, discipline, and nurture them at all times. Students in grades 1st-5th who memorize the entire school scripture each month will receive the Bible Medal at the end of the year.

Elementary Specials

Specials are taught by specialized teachers to provide a more well-rounded education to students. They're a supplement to traditional classroom studies.

Art- Students will use different mediums to help them create and appreciate art. Students will study different artist and design art projects using different mediums such as clay, charcoal, pastels, watercolors, etc.

Library

The elementary library program serves to develop independent library use, create a love of reading, and promote lifelong learning. Students will practice appropriate library behavior that will be expected, practiced and reinforced.

Students may return books to the Elementary Office when the library is closed. There will be a late charge of ten cents a day after a four day "grace period". A charge of \$10.00 for paperbacks and \$20.00 for hardcover books will be applied to the tuition statement if a book is not returned at the end of the year. Students will not be allowed to check out a book until they return their library book or pay for the missing book.

Music- Students will respond to components of music's expressive qualities by singing, moving, playing instruments, listening and creating.

Physical Education

Students participate in structured sports, gaining sport skills and increase their level of physical fitness. A variety of equipment such as jump ropes, balls, hula hoops, and other sorts of equipment are used to teach new skills and improve physical fitness. Athletic shoes are strongly encouraged for P.E. days.

STEM

Students will participate in the STEM program. This program is aimed to engage pupils in a relevant and interesting curriculum that breaks down barriers across science, technology, engineering and mathematics. The content and themes are taught in a project-based, hands-on manner, with a carefully planned sequences of classes and skill development. Students are encouraged to take chances, persist, adapt, create, and invent.

Spanish

Students will be introduced to spoken and written Spanish by providing practice in listening, speaking, reading, writing and grammar.

Technology

The computer lab is a place for our students to learn foundational technological skills that will benefit them throughout their lives.

ACADEMIC RECOGNITION AND REWARDS

GCA believes in recognizing and honoring students for their academic and conduct achievement. All students are given opportunities to earn academic and conduct awards.

Academic Achievement Quarterly Awards

Students will be recognized during a special chapel for academic and conduct achievement after each nine-week's grading period. Parents are welcome to attend.

Principal's List: All A's and E's on report card, including conduct

Honor Roll: A's, B's, E's, and S's, including conduct

AR Award: Students who have achieved their AR goal for the quarter

Excellent Conduct Award: Students who have received all E's in conduct

Good Conduct Award: Students who have received E's and S's in conduct

End of Year Awards

Parents are invited to attend the Elementary Awards Ceremony on the last day of school.

Bible Certificate: Students in grades 1st-5th who memorize the **required** scriptures each month

Bible Medal: Students in grades 1st-5th who memorize the **entire school** scripture each month.

Completion Award- Students who complete their current grade.

Subject Awards- Bible, English, Math, Reading, Science, Social Studies, and Spelling. Awarded to the top boy and girl with the highest average.

Music, Computer, Spanish, Library, STEM, P.E. Awards- Awarded to the top boy and girl in each class by the specials teacher.

Kindhearted Award: Students in each class (boy and girl) who are peacemakers and encouragers at all times and in all situations.

Perseverance Award: Students who consistently work hard to improve academically.

Stellar Conduct Award: Students who received all “E’s” in conduct all year.

Rising Star Conduct Award: Students who received “E’s” and “S’s” in conduct all year.

Scholar Award: Awarded to the student in each class with the highest overall average.

Honor Roll with Distinction: Students who have made all A’s in all academic subjects each quarter.

High Honor Roll: Students who have made all A’s or B’s in all academic subjects during each quarter

Eagle Award: This is the school’s most important award. Each teacher will choose one (Unless there is a tie between two students) from the class who has exhibited exemplary Christian leadership, attitude, and commitment throughout the year.

ADMISSION

Grace Christian Academy’s mission includes both the nurturing of the students from Christian homes, as well as the winning of students and families who are without Christ to saving faith. It is for this reason that there will be no requirement on the part of students or parents to acknowledge a personal relationship with Jesus Christ as a condition for admission. Each family enrolling a student in Grace Christian Academy will be given a clear presentation of the Gospel message during the course of the enrollment process so that they understand the centrality of this message to the educational program of Grace Christian Academy.

It is desired that the values and beliefs taught to our students during the school day be reinforced at home. Prior to enrollment at GCA, the Principal will assess the parent's motivation in seeking the student's enrollment in our school, as well as the student's willingness to attend and adhere to the school's policies and procedures. If the atmosphere of a particular home is in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

GCA Priority Re-Enrollment

Priority re-enrollment is the initial phase of enrollment for the upcoming school year, which offers a substantial discount in the enrollment fee and first consideration in class enrollment. The priority re-enrollment period is reserved for current GCA students, members of Grace Community Church, pre-school students from the Early Learning Center and siblings of GCA students to register for the coming year. During this time, the required enrollment documents must be completed and processed via the online re-enrollment process along with the enrollment fee. Enrollment will be opened to the general public after the priority enrollment period ends.

Kindergarten Admission Requirement

All students applying for admission to kindergarten must be five (5) years of age on or before Sept. 1 of the year in which they are to be enrolled. A certified birth certificate verifying the child's birth date must be presented at the time of registration.

Withdrawal Procedure

The standard withdrawal procedure must be completed through the school office before a student's records can be released. This process is not complete until the necessary forms are signed, outstanding debts are paid and any textbooks, library books or other school property are returned. (Policy of refunds is included in enrollment packets)

ARRIVAL AND DISMISSAL

Our goal is to provide our families with a safe and orderly manner during school arrival and dismissal. GCA has established a successful system procedures. To avoid delays or dangerous situations please follow the guidelines as you assist us in this important process.

Orange cones are placed in specific areas throughout the parking and traffic areas to maintain a safe and orderly traffic flow. Please do not drive over the cones or move them and drive though. Please do not use your cell phone when the carline is moving.

Arrival- Upon arrival at school, all students should immediately enter the building through the front Auditorium doors (White pillars). Students will be greeted by GCA staff and escorted to their grade level pew in the Auditorium. Morning assembly will start promptly at 8:05a.m. Students will be escorted to their classrooms after morning assembly.

Students who arrive after 8:05a.m. will be considered tardy and will need to enter through the school entrance to receive a tardy slip.

Dismissal- Students will be dismissed at 3:00p.m. in front of the Auditorium doors or the Early Learning Center if previously registered.

Drive Thru Pick Up: Parents wanting to drive thru to pick up their child will need to follow the flow of traffic. Parents will be required to have their “Child Pick up Tag” visible for the teachers to see. To avoid congestion in the car line, parents are encouraged to stay in their vehicles, travel through the pickup line and pull forward as space allows. Teachers at stationed cones will direct parents.

Park and Pick Up: If you desire to park and pick up your child, you will need to park in the parking lot to your right. Please walk around the cones and not in the flow of traffic. You will need to have your Parent Pick Up Tag or licenses to show the teacher before your child is released.

Parent Pick Up Tag: Each family will receive two pick up tags during Meet the Teacher event. You must have this tag when picking up your child either through drive thru or parent pick up.

Dismissal is not the time for parent-teacher conferences. Please schedule a conference time with your child’s teacher if you have questions or concerns.

Change in Parent Pick Up- When a parent needs to designate another person to pick up a child during or after school, a written note or email verifying the change is required. This person will need to show their identification before the child is released. In an emergency situation, please call the school office (281-488-4883).

Elementary students are to be picked up **NO LATER** than 3:20 p.m. Students that are not picked up by 3:20p.m. will be taken to the office and parents will be contacted. If a child is constantly being left and not picked up a late fee of \$10 will be assessed after the third late pick up.

ATTENDANCE

Attendance Requirements

In compliance with the Texas Compulsory School Attendance Law, Grace Christian Academy requires students in kindergarten through 12th grade to be in attendance for 90 percent of the entire period of the program of instruction in order to be promoted to the next grade and/or to receive credit for academic course work. Time spent during chapel, class parties, field trips or other types of special events is counted toward school attendance. Students should remain in attendance until school is dismissed for that day. The RENWEB system is used for attendance at GCA.

Excused Absences

Absences will be excused in the following instances:

- **Personal Illness:** Any student absent more than five (5) consecutive days may be required to bring medical documentation stating the date and time of appointments and/or nature of the illness.

- Death in the family
- Medical or dental appointments
- Absences for “Special Days”

Unexcused Absences

Absences for reasons other than those listed in excused absences will be designated as an unexcused. Daily assignments will not be allowed to be made up with an unexcused absence.

Absences for “Special Days”

It is recognized that family events may not be able to be scheduled during regular school vacations or holidays. “Special Days” are established to accommodate such unusual situations.

When students are absent, teachers must allot extra time for tutoring or reteaching the subject material, assume the additional duties of extended grading and schedule make-up time for quizzes and test. Absences due to unavoidable circumstances or illnesses are considered routine occurrences. It is with concern that the GCA administration strongly appeals to parents to consider the added workload for their children’s teachers and school’s staff when making decisions about “Special Days” absences.

Excused absences may be granted for “Special Days” under the following conditions.

1. The reason for the absence must be stated in writing and submitted by the parent to the school office.
2. All assignments should be made up in advance, if possible or upon the first day of return. Parents are responsible for providing any instruction that is missed and for ensuring that all make up work is turned in on time. Work not submitted on time will be graded as a late assignment.
3. A student will not be granted an excused absence for “Special Days” during semester exams and achievement testing.
4. **A total of 5 days of “Special Day” absences will be granted for the school year. “Special Day” absences count toward the limit of maximum allowable absences.**

Excessive Absences

A student who is absent more than the 10% limit of allowable absences in a year will lose credit for that year. Students may apply for credit restoration if they have excessive absences. **Each case presented to the Credit Restoration Committee will be decided based on merit.**

Return Procedures

All absences are unexcused unless documentation is provided within twenty-four hours to be given the opportunity to make up missed assignments. When returning from an absence, all students must submit a note from their parent or guardian. A note for an excused absence must be submitted to the school office with the following information:

- Current date and Date of Absence

- Name of student (including last name) and grade
- Reason for absence (i.e. personal illness, family illness, doctor's appointment, attendance at a funeral)
- Signature of parent or guardian

Early Release from Classes-Permission to Leave Campus

It is best to arrange medical and dental appointments after school or on school vacation days. If it is unavoidable to miss part of a school day for this reason, a partial day's absence will be given depending on the amount of time missed. Parents are encouraged to allow student to remain in class for the complete day. Final assignments and directives given at the end of the day can be critical reminders affecting the success of each student.

When leaving during the school day and returning the same day, students must submit a signed parent permission verifying the need and time necessary for the early dismissal. The student must submit the note to the school office and obtain an Early Dismissal Form. The dismissal form should be shown to the classroom teacher at the time of dismissal. The student then must sign out at the school office and turn in the dismissal form. If returning from an appointment before the end of the school day, the student also must sign in at the school office and receive an admittance slip. **In all cases of health care appointments scheduled during the school day, a note from the health care provider must be submitted upon the student's return to school in order for the absence to be recorded as excused.**

Tardy to School

Being late to school places stress on both the students and teachers and disrupts the flow of the classroom routine. Students are tardy to school if they are not present during morning assembly at 8:05 a.m., unless they are conducting business in one of the school offices. Students arriving late must stop at the school office for a tardy slip before entering the classroom.

Students arriving after 10:15a.m. will be recorded as having a half-day absence for that day. Students leaving the GCA campus prior to 1:30p.m. will be recorded as having a half-day absence.

A tardy will be documented as unexcused except for Dr. Appointments; unpreventable issues i.e. accidents, traffic, etc. Only the administration can authorize an excused tardy due to weather or extenuating circumstances.

GCA is placing a greater emphasis on tardiness. Parents are responsible for getting their child to school on time. Parents will start paying tardy fines after the third unexcused tardy.

Tardy Policy	
Tardy	Consequence
1 st -3 rd	Unexcused Tardy Recorded in Ren Web
4 th	\$15 fine
5 th	\$20 fine
6 th	\$25 fine
7 th and more	\$30 fine and Parent Conference Scheduled

CLUBS and COMPETITIONS

Clubs- Students in grades K-5th will have the opportunity to enjoy different educational and social clubs throughout the school year. A club fee will be required.

ACSI Competitions- GCA students may participate in ACSI (Association of Christian Schools International) sponsored competitions. ACSI competitions include Math Olympics, Spelling Bee, Speech Meet, and Art competitions. Teachers serve as competition coordinators. Before or after school practices may be required.

COMMUNICATIONS

The primary means of conveying GCA information is through electronic means such as email, GCA Weekly Update, and the school website. Every enrolled family receives the GCA Weekly Update E-blast that contains official information about school programs, policies, and current happenings. Please read every official publication attentively if you want to be kept up to date on the schools activities. Please notify the school office if you do not receive the GCA Weekly Update. It is critical for parents to keep up to date with school information.

Email

Within the time restrictions of teaching and advising students, emails will be responded to as promptly as possible (usually 24 hours).

REN WEB

FACTS keeps track of homework assignments and grades. Please be aware that due to unforeseen events or situations, FACTS assignments may be changed on any given day.

Parent-Teacher Communication

Parent-teacher communication is critical to a student's success. Student progress will be communicated as follows: weekly Wednesday folders, progress reports after the first

four weeks of the quarter, report cards, emails, and conferences upon parent or teacher request.

Throughout the balance of the school year, more conferences may be planned as needed. Parents who want to schedule conferences can do so by writing a note, sending an email, or calling the office. Please respect the teacher's right to personal time by requesting a conference during school hours or via email.

Sibling childcare is not available at these conferences, so please make alternate arrangements for your children so that conference time is not disrupted. Please inform the teacher or school if you are unable to attend a scheduled conference. Please do not try to talk to the teachers during carline dismissal because they are focused on the safety and security of the students.

Matthew 18 Principle

The Matthew 18 Principle states the following:

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.

Matthew 18:15-16

Issues between parents and teachers will arise from time to time. As a Christian School, we believe that issues and concerns should be resolved biblically. We recognize that Matthew 18 requires open and fair discussion of potentially difficult matters. We believe that the Matthew 18 principle is essential for maintaining good relationships. Therefore, we respectfully request that parents meet with the teacher first in order to clearly communicate the issue in question. The manner and tone of such meetings must be carried out in a Christ-like way-truth tempered with kindness.

Parent-Administrator Conference

If those individuals directly involved are unable to resolve the problems, administrative assistance from the principal should be requested. Please read the following steps that we have outlined for GCA procedures for Parent/Administrator Conferences and be prepared to follow these guidelines.

GCA Procedures for Parent/Administrator Conference

1. Make an appointment through the school office to see an administrator.
2. Be aware that conference time will be opened in prayer and limited to a 30-minute session.

3. Be aware that the conference time will be conducted in a biblical, gracious manner (See Colossians 4:6). The results will be documented in a memo. The memo will be distributed to the parents and the teacher/administrator involved

The Board has delegated to the Administration the authority to operate the school on a day to day basis. The Board does not involve itself in resolving conflicts, and we respectfully ask parents **not** to call Board members into school related issues. By practicing problem resolution in this manner, relationships develop between teacher, students and parents and future problems are minimized and are more easily remedied.

CODE OF CONDUCT AND DISCIPLINE

The philosophies and programs of Grace Christian Academy are built upon the principles of God's Word and we strive to provide an environment that is conducive to the spiritual growth and development of all students. One of the prerequisites for success in life is self-discipline. Christian discipline is learned by submitting to the authority of the home, church and school.

As a Christian ministry, the goal of GCA is to maintain order and decency in all things. In addition to obeying Scriptural principles and pleasing the Lord, rules of conduct are necessary for the safe orderly operation of our school. Accountability is a part of growing up and a part of Christian living. GCA students should be noted for their good manners, good citizenship and responsible lifestyles.

Expectations and Behavior

1. Students at Grace Christian Academy are expected to seek to live a holy and pure life at all times. They should refrain from activities that defile the spirit. Galatians 5:16-23 states, "So I say, live by the Spirit and you will not gratify the desires of the sinful nature. For the sinful nature desires what is contrary to the Spirit and the Spirit what is contrary to the sinful nature. They are in conflict with each other, so that you do not do what you want. But if you are led by the Spirit, you are not under the law. The acts of the sinful nature is obvious: sexual immorality, impurity, and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissension, faction and envy; drunkenness, orgies and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law."
2. Students would demonstrate a teachable, submissive spirit towards adults in authority over them. Students are expected to behave courteously and respectfully toward ALL members of the church, learning center and GCA faculty and staff. Hebrews 13:17 states, "Obey your leaders and submit to their

authority. They keep watch over you he burden for that would be of no advantage to you.”

3. Students will not lie, cheat or steal nor tolerate this behavior in others. Students are not only expected to obey this policy, but also to promote and encourage their fellow students to follow it. Psalms 15:1-3 teaches us, “Lord who may dwell in your sanctuary? Who may love on your holy hill? He whose walk is blameless and who does what is righteous, who speaks the truth from the heart and has no slander on his tongue, who does his neighbor no wrong and casts no slur on his fellowman.”
4. Students will acknowledge the need to use language or words that uplift and encourage the peers and adults in their life. Psalms 19:14 declares, “May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and Redeemer.”

GCA rules are neither unreasonable nor burdensome. As a condition of enrollment, parents and students agree to uphold and support the school and its rules at all times. Students who are consistently negative toward the standards, rules faculty or administration of the school will be considered out of harmony with the school. These students will be counseled in Christian love and appropriate action will be taken by the administration. The school reserves the right to dismiss or refuse to admit any student whose personal conduct and/or attitude, in judgement of the administration, is inconsistent with the Christian spirit and standards, which the school seeks to maintain.

Disciplinary Action

In order to effectively line in the classroom “society”, certain rules must exist. Standards for classroom behavior will be established by each teacher or by the team-teachers of each grade level. These guidelines will be communicated clearly to the students as well as their parents.

Conduct marks and time outs during recess will be used to encourage students to follow classroom rules and school policy. Conduct marks, which affect the overall conduct grade, are given on a day to day basis and do not carry over to the following day. Parents will be informed on a weekly basis of their child’s conduct. Additionally, conduct problems are handled by the Principal. Standards established through the Code of Conduct in conjunction with parental assistance will be used to achieve desired compliance.

Positive Reinforcement

Positive reinforcement is used in a variety of ways by teachers for individuals, groups, and entire classes. Teachers utilize encouraging and uplifting comments and words constantly, but they also give actual awards for good behavior, depending on the school level. Teachers may utilize a “treasure box” loaded with tiny toys or

treats; a marble jar that must be filled before a treat is given to the entire class; or "tickets" that can be saved for a special treat, such as lunch with the teacher. At Meet the Teacher, teachers will brief parents about their specific grade/class positive reinforcement strategy.

GRACE CHRISTIAN ACADEMY CODE OF CONDUCT

The effective enforcement of the Code of Student Conduct and the School-Based Discipline Management System is essential in keeping a school and/or school related activities free of disruption.

Parents

Support school, classroom rules for the student behavior and ensure their children:

- Conduct themselves according to school standards.
- Provide the school with their current address and, when available, current telephone numbers.
- Ensure students attendance at school (By state law, student attendance is the responsibility of parents and guardians).
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are in school.
- Ensure their children follow dress code and behavior codes at school related events.

Teachers

- Establish classroom-management procedures that concentrate on good student conduct, support the school and school procedures.

Administrators

- Develop with all members of the school community and effective School-Based Discipline Management System that promotes and maintains the support of good student behavior.

Students

Adhere to school and classroom rules and regulations for behavior and good conduct.

Revelations 3:19 "Those whom I love I rebuke and discipline."

STUDENT RESPONSIBILITIES

The student's responsibilities for achieving a positive learning environment at school and/or school related activities include the following:

- Attending all classes each day and beginning on time.
 - Preparing for each class with appropriate materials and complete assignments.
 - Dressing according to the dress code adopted by the school.
 - Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol and weapons are unlawful and prohibited and students may be subject to random searches in accordance with school policy, state and federal laws in order to assure a safe school environment.
 - Showing respect toward others.
 - Conducting oneself in a responsible manner.
 - Paying required fees and fines.
 - Knowing and obeying all school rules.
 - Cooperating with staff members in the investigation of disciplinary matters.
 - Seeking changes in school policies and regulation in an orderly and responsible manner, through appropriate channels.
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- Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the building, principal, a teacher or another adult.
 - Using GCA technology systems for school business purposes only and using school computers and related equipment appropriately.
 - Abiding by the technology security procedures developed by GCA, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network.
 - Reporting all observed or suspected technology security problems immediately to a teacher.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. GCA shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers and other personnel.

Students shall exercise their rights and responsibilities in compliance with the rules established for the orderly conduct of the school educational mission. The GCA rules of conduct and discipline and the School-Based Discipline Management System are established to achieve and maintain order in the school. Students who violate the rights of others or school rules shall be subject to disciplinary action in accordance with established district policies and procedures.

All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect including inappropriate dress will result in the students being removed from participation in school activities.

STUDENTS AND SCHOOL PROPERTY

- Students are expected to show proper respect for both persons and property.
- Students are responsible for their own actions directed toward school property and for damages to property.
- Repairs to school property will be paid for by the parents.

SEARCHES OF PROPERTY AND STUDENTS

- Students are entitled to the guarantees of the Fourth Amendment, and students are subject to reasonable searches and seizures.
 - Students have the responsibility not to carry on their person, school property or at school-sponsored events such items as drugs, weapons, alcohol, or other contraband material in violation of school policy or state laws.
 - School officials are empowered to conduct responsible searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, or other materials “(contraband)” in violation of school policy or state law.
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- Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband.
 - School property such as lockers and desks shall remain under the control of school officials and shall be subject to searches.
 - Students do not have a reasonable expectation of privacy in the use of school lockers or school desks.

Student Misconduct/Discipline Policy

The Code of Student Conduct provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process.

The acts of misconduct listed in Levels I, II, III are not inclusive. The student who commits an act of misconduct that may be classified into any of the three levels will be subject to disciplinary action by the classroom teacher, principal, and/or head of school.

Rules Application

The policies and administrative procedures concerning student conduct apply to actions of students on school property, school buses and in some cases, for conduct occurring off of school property or within 300 feet of school property.

Additionally, the rules apply to actions of students at all school-sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies and fairs or evening school-related activities.

Students should be aware that the conviction of any felony offense whether at school or away from school might result in expulsion.

Finally, students should be aware that administrators who are made aware of criminal activity whether on or off of campus, will make a report to appropriate law enforcement agencies. In addition to these administrative rules, students may be subject to criminal charges for violations of the law.

GENERAL DISCIPLINE GUIDELINES

Assessing Penalties

When administering discipline, personnel shall adhere to the following general guidelines:

- Discipline shall be administered when necessary to protect students, school employees, property and to maintain essential order and discipline.
- Students shall be treated fairly and equitably.

Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:

- Seriousness of the offense
- Student's age
- Frequency of misconduct
- Student's attitude
- Potential effect of the misconduct on the school environment
- State law requirements for certain disciplinary consequences

Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, in the school or any school-related activity and may include persistent misbehavior of Level II or higher misconduct.

An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense.

Acts of misconduct are categorized into the following three levels of offenses:

- Level I- Violation of Classroom or Activity: Offenses that generally occur in the classroom and can be corrected by the teacher.
- Level II- Administrative Intervention: Offenses that are more serious in nature or a continuance of Level I misconduct.
- Level III- Suspension and/ or Optional Removal: Offenses that seriously disrupt the educational process in the classroom, in the school, and/ or at school-related activities, or a continuance of repeated Level I, II, III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

LEVEL I- VIOLATION OF CLASSROOM OR ACTIVITY RULES:

Each teacher or staff member establishes the rules for the classroom and for the school-related activities. Much behavior is managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Acts of misconduct may include such behavior as:

- Violations of rules or procedures established by the teacher.
 - Refusal to participate in classroom activities.
 - Failure to bring required classroom materials or assigned work to class.
 - General misbehavior, such as eating in class, horseplay, chewing gum, making excessive noise or violating campus dress code.
 - Disruption in the restroom or lunchroom.
 - Inappropriate verbal or physical conduct (minor) toward another person.
 - Disruptive or non-compliant behavior at a class function.
 - Failure to protect individual computer passwords from disclosure.
 - Unauthorized cell phone/ electronic media use
 - Failure to deliver or return written communication between home and school.
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- **Any other act that disrupts the classroom or interrupts the operation of the class.**

Disciplinary Options Responses for Level I:

- Oral correction
- Teacher-student conference
- Parent contact: Note, email or telephone call to parent
- Time Out (maintained by teacher) recess or group activity
- Silent Lunch Detention
- Removal of classroom technology privileges
- Other appropriate in-class disciplinary actions

Procedure for Level I:

- Any staff member who observes a student violating classroom rules may correct the student(s).
- A record of the offenses and disciplinary actions will be maintained in RenWeb.
- The teacher should discuss the misbehavior with the parent, an administrator or support personnel.
- Level I behavior violations and Discipline Options/Responses are not limited to those provided. Serious or repeated violations may result in a severe response or referral to Level II.

LEVEL II- ADMINISTRATOR INTERVENTION

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. An administrator will forward a report to the parents within 24 hours.

Acts of misconduct include such behavior as:

- Being disrespectful, rude or intentionally disobedient to school faculty, staff, or any other adults on campus.
- Repeated violation of classroom or school function rules under Level I.
- Leaving the classroom or school grounds without permission of school personnel.
- Possession of matches or other flammable materials.
- Inappropriate display of affection.
- Any physical or verbal abuse of others, including name calling or derogatory statements.
- Posting or distributing unauthorized materials on school grounds.
- Failure to abide by rules, regulations, and dress code at extracurricular activities or at co-curricular activities such as field trips (including dress code).
- Loitering in unauthorized areas.
- Changing school records or documents or signing parent's name on school documents.
- Cafeteria disturbance beyond Level I.
- Violations of a school's mandatory school-uniform policy.
- Any other acts that interfere with orderly educational process in the classroom or the school.
- Accessing materials and sites on the Internet that are deemed to be inappropriate at GCA.
- Sending or forwarding inappropriate email, including email containing offensive language, statements, junk email chain letters or jokes.
- Logging on to a computer, sending email or accessing the Internet using a name or password other than the student's own.
- Posting unauthorized Web pages, graphic images or offensive language or comments on a school Web page, internet, FACEBOOK, or any internet based medium.

Disciplinary Options Responses for Level II:

- Parent contact by phone and written notification to parent or guardian within 24 hours. Required administration student/parental conference.
- Exclusion from extracurricular activities, such as field trips, commencement exercises or award ceremonies.
- Any other appropriate disciplinary actions determined by administration.

Procedure for Level II:

1. Referral to administrator by way of a written report not to exceed one page in length.
2. A record of the offenses and disciplinary actions will be maintained in RenWeb.
3. Administrator confers with student and/or teacher to establish appropriate action.
4. Written notification is sent to parent or guardian within 24 hours of report. Notification is sent to the teacher indication action taken.
5. Level II behavior violations and the Discipline Options/ Responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/ or referral to Level III.

LEVEL III-SUSPENSION

Acts include conduct for which an administrator may suspend the student or place the student into in-school suspension. The period of the suspension is limited to three days per occurrence.

Suspension is limited to three days per occurrence and is authorized for conduct listed below. Additionally, the principal or other appropriate administrator may suspend a student for up to three days.

A decision to suspend a student is final and may be appealed. A student may be suspended, placed into in-school suspension. If serious or persistent behavior occurs the student may be removed from the regular classroom for engaging in the following conduct at school or at school-related events.

Acts of misconduct include such behavior as:

- Chronic or repeated disciplinary infractions of Level I and Level II offenses.
- Cheating or copying the work of other students.
- Profane language or gestures.
- Fighting
- Gambling
- Misdemeanor stealing/theft of property; including computers and related equipment, in an amount under \$750.00.
- More than one instance of cutting classes or other forms of truancy.
- Discharging or calling in a false alarm will result in police being called and is a felony offense.
- Possession of a knife.
- Smoking, using or possessing tobacco products.
- Interfering with school authorities.
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. (This includes such acts as boycotts, sit ins, trespassing and walkouts).
- Failure to comply with reasonable requests of school personnel and or defiance of the authority of school personnel.

- Failure to adhere to terms of behavior contracts.
 - Indecent/unsolicited sexual proposal/ sexual harassment.
 - Selling or soliciting for sale any merchandise on school campus without the authorization of the administration.
 - Display of disrespect toward school personnel or campus visitors.
 - Participation in activities by groups such as gangs and cults.
 - Wearing dress or attire signifying gang affiliations, profanity, vulgar language or obscene gestures.
 - Possessions or use of fireworks, “poppers”, smoke or stink bombs or any other pyrotechnic device that may be used to disrupt the educational process.
 - Possession of laser pens/pointers
 - Possession of live ammunitions or bullets.
 - Any ethnic or racial slurs that seriously disrupt the educational process.
 - Engaging in threats or other acts of intimidation that interfere with another student’s desire or willingness to participate in the educational process.
 - Misdemeanor criminal mischief (vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than \$20.00 but less than \$1,500.00. This includes rendering computers or related equipment inoperable or damaging by erasing data with magnets; intentionally introducing viruses, worms, or tampering with programs or other data without authority.
 - “Hacking” or other use of computers to gain unauthorized access to school or other data bases, including student, faculty or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
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- Use of school computers, facsimile equipment, cell phones or other electronic devices to transmit, review, view or display obscene, vulgar, sexually explicit, or racist media or to display information that advocated unlawful activities or provides guidance on the construction or production of weapons, illegal devices or controlled substances.
 - Use of the school computer network, with the intent to incite violence or aggressive and or disruptive action on the part of the student body, use of slanderous language or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment.
 - Use of the school computer network or cell phones for soliciting or purchasing commercial materials and/or services of any kind.
 - Use of the school computer network, cell phones to engage in participation in hate groups.
 - Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation of a value less than \$1,500.00.
 - Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemicals in violation of the Guidelines for Dispensing Medications at School.

- Any other acts of serious misconduct that disrupts the school environment in the classroom and/ or school.
- Hazing, which means intentional, knowing or reckless act directed against a student by one person alone or acting with others that endangers the moral or physical health or the safety of a student (for the purpose of being intimidated affiliating with holding office in, or maintaining membership in any organization or general classification of students whose members are or included other students).
- Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct.

Disciplinary Options Responses for Level III:

- Required administrator, student and parental conference.
- Restitution or restoration as applicable for vandalism to property.
- Exclusion from extracurricular activities such as field trips and commencement exercises and award ceremonies.
- Placement of the student into in-school suspension.
- Suspension for up to three days per occurrence.
- Removal of transportation services for up to one year.
- Restrictive or removal of computer-use privileges for up to one year.
- Teacher's removal of the student from the classroom.
- Any other appropriate disciplinary actions determined by the administration.
- Fine for Level III offense will be \$275.00 as determined by the administration.
- For fighting, Class C Misdemeanor, the police will be called.

Procedure for Level III:

1. Referral to administrator by way of discipline sheet, with report sent to the parent within 24 hours.
2. A record of the offenses and disciplinary actions will be maintained in RenWeb.
3. Administration confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
4. Administration decides whether to suspend. Written notice of the offenses and the action taken are given to the parent and teacher.
5. Any "activity" within 300 feet of the school is considered on school premises and is under the authority of the school administrator.

Substance Abuse Policy:

Grace Christian Academy will not tolerate substance abuse. A student is subject to expulsion based upon the following guidelines:

1. A students will be expelled if the student while on or within 300 feet of school property- as measured from any point on the school's real property boundary line-

or while attending a school-sponsored or school-related activity on or off school property:

- A. Sells, gives or delivers to another person or possesses, uses or is under the influence of marijuana, a controlled substance in an amount not constituting a felony offense or a simulated controlled substance constituting a felony offense.
 - B. Sells, gives or delivers to another person or possesses uses or is under the influence of any amount of dangerous drug in an amount not punishable as a felony offense.
 - C. Sells, gives or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses or is under the influence of alcohol, if punishable as less than that of a felony.
 - D. Engages in conduct that contains the elements of deadly conduct under section 22.05 of the Penal Code.
2. If there is an indication that drugs are being concealed on the person of the student, the administrator is permitted to have the student searched in the presence of another witness. Suspected students may be required to have drug testing.

DRESS CODE

Trends and trends change from year to year, and advertisers put a lot of pressure on young people to follow the latest fad. Even Christian young people can become caught up in fashions that symbolize non-Christ like attitudes and lifestyles.

We have chosen to mandate specific uniforms for all students enrolled at GCA because we are more concerned with things of the heart than outward looks. The idea is to keep the focus on the child rather than the clothes. The Dress Code was created with the following goals in mind:

- To teach students how to dress in a conservative, conventional, and modest manner.
- To foster a pleasant, disciplined atmosphere in the classroom.
- To encourage kids to focus on academic accomplishment rather than fashion rivalry.
- To put an end to immodest or unsuitable clothing.
- To assist in the reduction of peer pressure.
- Assisting parents and students with money management.
- To establish a positive reputation in the community.

Dress Code Guidelines in General

Students must be appropriately groomed for school when entering the school in the mornings.

- All garments should fit properly—not over-sized or too tight.

- All garments are to be clean, pressed and maintained in good condition.
- Shoes must have closed toes and closed heels – Sandals, flip-flops, house shoes or croc type shoes or slide on shoes are NOT allowed. High heels higher than 1 ½ are NOT allowed. Canvas shoes or sneakers are recommended.
- Students' hair must be clean and well-groomed at all times. Boys' hair length should not hang over the eyes, or below the collar. Artificial hair color should be a natural hair color. Extreme hair colors and hair fashions are NOT acceptable. Students violating this code will be required to change their hair color/style to meet the dress code standard. Acceptable hair color and style determinations are the sole discretion of the GCA Administration.
- Boys must be clean-shaven. Sideburns may not be longer than the bottom of the ear lobe.
- Tattoos are not permitted. If a student enrolls and already has a tattoo, the tattoo must be covered.
- Earrings are not permitted for boys. Girls are permitted to wear no more than two earrings in the same ear. Extravagant jewelry and excessive make-up are not permitted.
- Fingernail polish, make-up or any garments or adornments of traditionally feminine use are not permitted for boys.
- No caps, hats, bandanas, sunglasses, feathers or any other "head wear" are to be worn by students during class time.
- Body piercing is not permitted.

Elementary (K-5th) Boy's Uniform

- Uniform pieces are expected to fit correctly without being oversized, too tight, or worn as jackets. All shirts should have a collar. Shirts are to be in good condition, free from rips, holes, and tears.
- Shirts may be worn untucked. However, at no time should the midriff be visible, including when the student is reaching up. If the administration deems an untucked shirt to be too short, the student may be asked to tuck the shirt in or to put on an undershirt.
- GCA School Store approved apparel is acceptable.

Shirts:

Oxford Cloth Button Down:

- White only
- Short or long sleeved
- No emblems

Polo Style Shirts:

- Navy or White
- Short or long sleeved
- No manufacturer's logo

Turtlenecks and Under Shirts:

- Navy or White (solid)
- Short or long sleeved
- May be worn only under a uniform shirt- (i.e. Under Armor)

Shorts/ Pants:

Shorts:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- No more than 2" above the knee
- Expected to be worn at the waist without being oversized or too tight
- Shorts are to be in good condition, free from rips, holes and tears

Pants:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- Expected to be worn at the waist without being oversized or too tight
- Pants are to be in good condition, free from rips, holes and tears

Accessories:

Shoes

- Closed toe, neat and clean
- Athletic shoes or dress casual shoes are to be worn at all times
- Shoes may be any color
- No western style boots, flip flops or crocs are allowed

Socks

- To be worn at all times
- Any style or color

Belts

- Black or brown only
- Optional

Sweater

- Navy or White
- ¼ , ½ , or full-zip jacket, or crew-neck sweatshirt
- No manufacturer's logo

Hoodies

- Navy or White (solid)
- No manufacturer's logo
- Hoods are NOT allowed to be worn

Outwear- only worn OUTSIDE the building

- Coats, jackets, sweatshirts, hats
- Any style and color

Hair

- All hair must be neat, clean, and not create disruptions or distractions
- Trimmed off the ear, collar and out of the eyes
- Conservative style
- Natural color (black, brown, blonde, red)

Elementary (K-5th) Girl's Uniform

- Uniform pieces are expected to fit correctly without being oversized, too tight, or worn as jackets. All shirts should have a collar. Shirts are to be in good condition, free from rips, holes, and tears.
- Shirts may be worn untucked. However, at no time should the midriff be visible, including when the student is reaching up. If the administration deems an untucked shirt to be too short, the student may be asked to tuck the shirt in or to put on an undershirt.
- GCA School Store approved apparel is acceptable.

Shirts/Dresses/ Jumpers:

Oxford Cloth Button Down:

- White only
- Short or long sleeved
- No emblems

Polo Style Shirts:

- Navy or White
- Short or long sleeved
- No manufacturer's logo

Turtlenecks and Under Shirts:

- Navy or White (solid)
- Short or long sleeved
- May be worn only under a uniform shirt- (i.e. Under Armor)

Polo Style Dress:

- Navy
- No more than 2" above the knee in front and back

Safari Style Dress:

- Navy or Khaki (tan or stone)
- No more than 2" above the knee in front and back

Jumpers:

- Navy or Khaki (tan or stone)
- Must be worn with a Peter Pan collared shirt or Polo
- No more than 2" above the knee in front and back

Skirts/Skorts/Shorts/ Pants:

Skirts:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- No more than 2" above the knee
- Bloomers/ shorts must be worn underneath

Skorts:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- No more than 2" above the knee

Shorts:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- No more than 2" above the knee
- Expected to be worn at the waist without being oversized or too tight
- Shorts are to be in good condition, free from rips, holes and tears

Pants:

- Navy or Khaki (tan or stone)
- Elastic waist or belt loop styles
- Expected to be worn at the waist without being oversized or too tight
- Regular or capri length
- Tights are NOT pants
- Pants are to be in good condition, free from rips, holes and tears

Accessories:

Bloomers/Shorts

- Must be worn under jumpers, dresses, and skirts
- Should not be seen below the hemline

Legwear

- Tights and ankle length leggings
- To be worn under a jumper or skirt
- Solid navy or white

Shoes

- Closed toe, neat and clean
- Athletic shoes or dress casual shoes are to be worn at all times
- Shoes may be any color
- No western style boots, flip flops or crocs are allowed

Socks

- To be worn at all times
- Any style or color

Belts

- Black or brown only
- Optional

Sweater

- Navy or White
- ¼ , ½ , or full-zip jacket, or crew-neck sweatshirt
- No manufacturer's logo

Hoodies

- Navy or White (solid)
- No manufacturer's logo
- Hoods are NOT allowed to be worn

Outwear- only worn OUTSIDE the building

- Coats, jackets, sweatshirts, hats
- Any style and color

Hair

- All hair must be neat, clean, and not create disruptions or distractions
- Conservative style
- Natural color (black, brown, blonde, red)

Friday Spirit Shirt and Jean Day-

School approved shirts, Friday shirts or standard uniform shirts are the only shirts allowed on Friday Spirit Day. Students that participate in the PTO jean fundraiser may wear jeans on Friday. Jeans must be PLAIN standard jeans with no holes, tears, cut sides, frayed hems, excessive beading or decorations. No sweatpants (or sweat pant-like pants), joggers, athletic shorts, pajamas, or scrubs at any time.

Special Events Dress Code-

There are occasions when students go on field trips, attend special events or may not be required to “be in uniform.” A modified dress code must be approved by school administration as proposed by the teacher or sponsor for the event. As a rule, the standard guidelines will be the general rule for allowing modifications. The following dress code guidelines for “special events” also must be followed:

- * Shirts must be long enough to cover the midriff when stretching up or bending over.
- * Necklines, armholes of sleeveless tops must not be oversized or reveal undergarments.
- * Pants must be appropriately sized and worn at the waist.
- * Clothing with tears, holes or ragged hems are not permissible.
- * Clothing or jewelry that depict pictures or slogans, representing the occult, violence, pornography, gangs, superheroes, rock groups, alcohol, drugs, tobacco or other items dishonoring to God is not permissible.
- * Students who are not dressed in compliance with the special event dress code may not be allowed to participate in the event.

Free Dress Day-

On “free dress” days students should wear clothes that maintain modesty. Shirts must have sleeves, be long enough to cover the belly, and not reveal any cleavage. Shorts and skirts should not be less than three inches over the back of the knee crease. The consistent guidelines for shoes should be followed. Due to PE class, no flip-flops are permitted. Pants/jeans should adhere to standard specifications, with no exceptions. Pants and jeans should fit properly and not be overly tight or have holes. Sweatpants, pajamas, and caps are tolerated.

Dress Code Violations

Each morning, homeroom teachers will ensure that each student is wearing his or her uniform. If a student is out of uniform, he or she will be sent to the office where a phone call home will be done. The student will remain in the office until they are in the correct school uniform. Parents will be required to bring the correct attire or may request their child “rent” GCA apparel for the day.

GCA Apparel Rental-

Parents that are not able to bring their child the correct dress code apparel in a timely manner may “rent” an item from the school. They will be charged a \$20 fee and are **REQUIRED** to wash and bring back the “rental item” the following school day to the school office. Failure to bring back or wash the “rental item” will result in a \$20 late fee.

Dress Code Violations	
Dress Code Violation	Consequence
1st & 2nd Violation	Warning and Dress Code Violation Recorded in RenWeb
3rd Violation	\$15 Fine and Dress Code Violation Recorded in RenWeb
4th Violation	\$20 Fine and Dress Code Violation Recorded in RenWeb
5th Violation	\$25 Fine and Dress Code Violation Recorded in RenWeb
6th + Violation	\$50 Fine, Dress Code Violation Recorded in RenWeb and Parent Conference

It cannot be overstated how imperative it is for parents to ensure their child is dressed in compliance with the published GCA Dress Code. The school administration views this as a parental commitment and responsibility and believes that dress code issues should be addressed and corrected at home rather than being left as dress code infractions that have to be addressed and corrected at school.

FINANCES

Tuition and fees provide for the vast majority of GCA's revenue. The Finance Office strives to be a model of integrity and excellence in the corporate sector, functioning as a representative of Christ. The ability to achieve this goal is dependent on parents paying all account balances on time.

The Finance Office and the school administration understand that unplanned and expensive problems occur in every family's life. We are committed to assisting families

who are in temporary financial distress. The word "with" is a critical component in this attempt. Parents who are having financial issues should contact the Finance Department.

Tuition

Installment tuition plans for U.S. students only are to be paid through the FACTS Account management tuition program. FACTS allows for a monthly direct debit from your bank account or a charge to a credit card. Installment plans are 10 or 11-month based. Parents paying through FACTS must setup a profile on the FACTS accounting system. Set up instructions can be picked up at the GCA office. FACTS will assess late fees if tuition is not paid by the specified due dates.

If a family account is past due, official school documents, progress reports, report cards, or transcripts will not be released, and the student will be ineligible for extracurricular activities. All balances must be paid at the end of each semester or the child cannot continue. Official documents will not be released due to outstanding charges for library fines, book damage fees or other school-associated fees or charges. In order for diplomas, transcripts and other official documents to be released, the family account, including all tuition payments must be completely paid.

Assistance/Scholarships

Limited scholarships are awarded as funds become available. Scholarships are based on need and generally cover a percentage of tuition. Fees are not subsidized by scholarship funds. **Decisions regarding scholarships are made during the summer and are based upon a first come first served basis.**

Fees /Refunds

Fees are assessed based upon involvement in optional school activities and fundraisers. Students who participate in sports or other extracurricular activities will pay a fee to help offset the operating expenses of the activities. Refunds of tuition will not be given after the first day of class. International students are not governed by the U.S. student refund policy.

Outstanding Balances

If a student has any outstanding balance on his or her record, the student may not be allowed to participate in any GCA athletic program. In addition, all academic records may be held until the balance is paid off. The Finance office in conjunction with the administration will handle all outstanding balances.

Withdrawal Procedure

The standard withdrawal procedure must be completed through the main office before a student's records can be released. This process is not complete until the necessary forms are signed, outstanding debts are paid and any textbooks, library books or other school property are returned. (Policy of refunds is included in enrollment packets)

Fundraisers

The school will hold fundraisers each year. Individual organizations may hold their own fund-raising activities upon approval from GCA Administration. Each parent will be

expected to have their child participate since tuition alone does not sufficiently fund GCA expenses.

Gifts

Usable gifts to the school are welcome, and the giver can deduct the value of the donation on their taxes. All contributions are tax-deductible and gratefully accepted. Contact the school office for information. Check with your employer; some companies will match your gifts to GCA.

Student Accident Insurance

All GCA students are covered by a supplemental student accident insurance policy. The nominal premium covers all injuries sustained at school or school-sponsored events including sports. **This is a secondary policy, which covers expenses not covered by the student's primary insurance.** For uninsured students, this insurance becomes the primary policy.

ELEMENTARY GENERAL INFORMATION

Building Use

Without a pass, students are not permitted to leave the classroom during class time. For elementary students, the teacher will plan appropriate restroom and water breaks. Every effort is made to maintain these facilities in fantastic condition. Students are urged to help keep our campus clean by policing their areas for trash and scraps and properly disposing them. Students are also expected to assist in keeping the cafeteria and restrooms clean at all times.

The exterior school doors will remain locked to ensure school security. To enter the school, please ring the doorbell at the school entrance, and the receptionist will allow you in. For security reasons, the receptionist will ask for a driver's license to be scanned and provide a visitor's badge that the visitor must wear throughout the facility.

Faculty and staff are instructed to direct visitors who do not have a visitor's pass to the school office for one.

Bullying

Any report of bullying behavior will be taken seriously by the school. Parents whose children have been involved in bullying behavior will be notified. Bullying will be addressed through a continuum of circumstances and interventions, including suspension and/or expulsion.

While we realize that student disagreements/conflicts occur and may resemble bullying behavior as specified in our policy, the school distinguishes between the two based on perceived issues of aggression, power, dominance, humiliation, and control. Bullying has the following characteristics:

- Bullying can happen to both boys and girls. We will not accept the justification that "boys will be boys" and "girls will be girls" when it relates to cruel behavior.
- Bullying can be direct or indirect, blatant or subtle, and involves a power imbalance, repetitive behaviors, and deliberate behavior.
- Bullying is defined as any behavior that the victim perceives as physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment, as determined by the administration.
- Bullying is defined as cutting someone off from important relationships, as well as isolating the victim by making him or her feel rejected by their peers.
- Bullying frequently entails spreading harmful gossip and rumors.

Campus Security

Parents and visitors should enter through the school office during school hours. Before visiting the cafeteria, chapel, or halls, parents and visitors must sign in, receive, and display a visitor's pass.

GCA uses the Raptor System to scan a visitor's Driver's License or other state-issued ID to screen for those who should not be authorized in the school. Faculty and staff are instructed to direct visitors who do not have a visitor's pass to the school office for one.

Cell phone and Electronic Devices

GCA prohibits the use of cell phones during school hours, including lunch and recess. If a parent has an urgent message for their child during school hours, they will need to contact the school office.

Mobile phones, electronic gadgets, and accessories, including but not limited to earphones and headsets, must be stored in students' backpacks and turned off during the school day. Any gadget that generates an audible signal vibrates, displays a message, or otherwise summons or delivers a communication to the possessor is considered an electronic device. The school office will contact parents if a mobile phone device is in use during the school day.

The following disciplinary action will be issued to students who are found using an unauthorized cell phone/electronic device, regardless of who owns the cell phone/electronic device.

1st Offense-Student will have the cell phone/electronic device taken up and will be assessed a fine of \$15.00 (cash payment) or \$20.00 (card payment).

2nd Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$30.00(cash payment) or \$35.00(card payment). Payment options same as 1st offense.

3rd Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$45.00(cash payment) or \$50.00(card payment). Payment options same as 1st offense.

4th Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$45.00(cash payment) or \$50.00(card payment) and a detention is assigned. Payment options same as 1st offense.

5th Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$45.00(cash payment) or \$50.00(card payment) and a detention is assigned. Payment options same as 1st offense.

6th Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$45.00(cash payment) or \$50.00(card payment) and a detention is assigned. Payment options same as 1st offense.

7th Offense- Student will have the cell phone/electronic device taken up and will be assessed a fine \$45.00(cash payment) or \$50.00(card payment) and a Saturday School is assigned. Alongside the Saturday School, the student's cell phone/electronic device will be prohibited on campus. If the student brings these items to school, they are required to check them into the front office before school starts each morning and may be picked up by the student at the end of the school day. Payment options same as 1st offense.

Payment Options: Student/parent will have to pay in person or give verbal permission to administration and pay over the phone. Upon receipt of payment, the cell phone will be released to the owner after school.

Closed Campus Policy

To help ensure a secure and orderly campus, GCA operates as a closed campus. Students must stay on campus until the end of the day and may only depart with written permission from their parents.

The following are the restrictions for visitors:

- Parents, legal guardians, or other close family members.
- Youth or children's pastors of currently enrolled GCA students.
- Prospective students and families who are escorted on a tour of campus by a GCA staff member.

While in the building during school hours, all visitors must check-in at the GCA Reception Desk, show their driver's license and display a visitor's badge. Visitors should be dressed modestly while on campus.

Computer Acceptable Use

Students may have access to Internet World Wide Web information resources through their classroom or school computer lab. To use the Internet, students must first sign a copy of the Computer Acceptable Use Policy.

GCA gives no guarantee that the functions or services supplied by or via the Internet system will be error-free or defect-free. GCA will not be held liable for any losses or service interruptions, including but not limited to data loss.

GCA is not responsible for the authenticity or quality of material received or maintained on the Internet. GCA is not responsible for any financial obligations caused as a result of unauthorized use of the system.

Students and faculty will benefit from Internet connection since it will provide them with access to information sources worldwide. The resources are to be used strictly to support GCA's educational objectives. With the use of filtering software, precautions have been taken to limit access to controversial information.

Although it is impossible to keep track of all materials, the value of the knowledge available on this global network outweighs the risk that users will obtain material incompatible with GCA's educational objectives.

Only students who have been permitted by the school and under the direct supervision of a designated staff member can use a school computer and access any local network or outside telecommunications resources.

The student and parent must sign and return the Acceptable Use Policy, acknowledge their responsibilities, and agree to all of the document's terms and restrictions before authorization can be made.

Violations of the Grace Christian Academy's policies and procedures governing the use of computers and networks will result in disciplinary actions, including fees and immediate loss of access, as well as corrective actions consistent with other codes and conduct violations as determined by the GCA Administration.

Distribution of Materials

All aspects of school-sponsored newspapers and/or yearbooks are under the supervision of the administration. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed at school by students or a non-student without prior approval from administration. All materials intended for distribution to students must be submitted to the main office for administrative review and approval. No signs, posters, or pictures may be posted without prior permission. Signs are to be posted by school personnel only.

Emergency School Closing

Unexpected school closings due to hurricane warnings or inclement weather conditions may follow the decision of the Clear Creek Independent School District. Families will be notified via Parent Alert texts, emails, and messages posted on the GCA website regarding any school closures.

If an emergency occurs during the school day, please keep phone calls to a minimum. Parents Alert will be used to send text messages to their children's parents. We are dealing with the care of the children. Except in lock-down/shelter-in-place circumstances, parents can always decide to pick up their children if they are concerned about the weather. Absences will be handled according to standard procedures.

Field Trips

Field trips can be an excellent supplement in the operation of a comprehensive educational program. Teachers and/or the school administration have the option to determine the academic, dress code and/or behavioral qualifications for student participation. All field trips must have written approval from the principal as well as written permission from a parent/guardian before a student can participate in a field trip.

Parents are encouraged to attend field trips whenever possible. It's possible that siblings won't be allowed to join parent chaperones. We understand that this may limit some of our parent volunteers, but it is frequently necessary to protect the safety of our students. The chaperone must be able to monitor multiple GCA students, and focus on the chaperoned students. It is understood that parents accompanying field trips are to work cooperatively under the teacher's supervision to assist in organizing and monitoring the students. Chaperones also must follow the dress code requirements for the field trip as directed by the teacher and/or school administration.

A student can also ride with a parent, guardian, or immediate family member (Aunt, Uncle, Grandparent, or Guardian) who is accompanying the student on the trip, either independently or as a chaperone. Students CANNOT ride with their friends' parents due to liability and supervisory concerns.

Students who do not participate in field trips will be recorded absent, and their parents will be responsible for their care. It is not permissible to use third-party transportation services such as Uber.

Flowers, Balloons, and Gifts

Flowers, balloons, and gifts are not permitted to be brought to students in class. The school office will keep any delivery made until the end of the day.

Food on Campus

Food should only be consumed in the cafeteria or during activities in the classroom that have been approved.

Students should eat breakfast before coming to school and **not** bring food or drink inside the building (i.e., Starbucks).

Gum Chewing

Gum chewing is not authorized at any time in the school building or gym. Gum that has been chewed tends to show up under desks, in carpets, on chairs, on garments, and in other places, causing cleaning issues. Students that are caught chewing gum will receive silent lunch detention.

Lost and Found

Students often misplace articles of clothing, books and other personal property. These items are turned in to the Lost and Found cart in the gym. All personal items should be labeled. Every possible effort will be made to return lost items to their owners. Unclaimed items may be donated to a charitable organization. Students should not bring large sums of money or wear expensive jewelry to school. The school cannot assume any responsibility for personal property that is lost or stolen at school.

Parent Volunteers

We welcome all parents to take advantage of volunteer opportunities at the school. Programs are strengthened even more when parents lend their support and participation. In general, we must ask that younger siblings not accompany volunteers who are working in the classrooms or on field trips.

Safety Drills

Fire, storm, and lock-down drills, as well as other emergency protocols, will be rehearsed and reviewed on a regular basis in accordance with accreditation, city, county, and state requirements.

School Hours

Standard:

Elementary: 8:05am – 3:00pm

Middle School: 8:05am – 3:25pm

High School: 8:05am – 3:25pm

Early Dismissal Day:

Elementary: 8:05am – 11:00 a.m.

Middle School: 8:05am – 11:25 a.m.

High School: 8:05am – 11:25 a.m.

The school office hours are Monday through Friday 7:30a.m. until 4:00p.m.

School Lunches

Students may bring a lunch from home or purchase a lunch from GCA Food Services. A menu for cafeteria lunches will be located on the school website. School lunch payments will be paid through the school website.

Students may not take food or drink out of the cafeteria unless specifically approved by school administration. No food or drink is allowed in the classrooms, hallways, or gymnasium unless administration has given specific permission.

School Supplies

The official grade level supply list is available on the website or picked up at the school office. The grade level supply list will list all the items that need to be purchased before starting the school year. During Meet the Teacher, students must bring their supplies to their classrooms. If students run out of materials during the school year, parents will need to replenish them.

School Office Phone

The school telephones are for school business. Students will not be taken out of class to receive a telephone call unless there is an emergency. School personnel will deliver messages to students if necessary. If a student needs to return a call they may go to the school office to return the call via school phone or cell phone. Students must receive permission from the office staff before using the telephone in the school office.

Sexual Harassment Policy

Grace Christian Academy is committed to maintaining an environment in which all individuals treat each other with dignity and respect. All forms of intimidation and harassment are unacceptable and the school is prepared to take action to prevent and correct any violations of this policy. A student or parent who has a complaint alleging sexual harassment or offensive, intimidating conduct of a sexual nature may request a conference with a school administrator. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved with regard to any complaint.

Shelter in Place

Shelter-In-Place is used in emergencies, such as chemical threats, when it is dangerous for students to leave the building's safe bounds. When our area's emergency officials announce Shelter-In-Place, students are locked inside the building. When the outside air is poisonous, opening the door to retrieve a student compromises the building's containment and exposes you to the elements. We understand your wish to have your children with you in the event of an emergency. We must, however, maintain the Shelter-In-Place order until the all-clear is given. If you Shelter-In-Place at your house or company and allow your children to be sheltered by the school, you will be safer.

Student Backpacks

In order to allow for adequate safety precautions and floor space in the classrooms, Kindergarten through fifth grade students will need to hang their backpacks on the hooks provided in the classrooms for this purpose. **In order to fit well on the hooks, material backpacks should be used rather than “hard case.”** Suitcases or rolling backpacks are **NOT ALLOWED**.

Textbooks

Each teacher issues textbooks to students. If a textbook is lost, the student must pay for the book and show the teacher the payment receipt before another book can be issued. Students must pay for hardback textbooks that are damaged or defaced. Students who change teachers or withdraw from a class for any reason must return the textbook in person to the teacher who issued the book. Students are not to return a textbook by leaving it in a teacher's mailbox or on a teacher's desk. Consumable textbooks are the student's property.

Theft

Theft will result in the suspension of the student who committed the theft. To avoid theft, students are reminded to take great care with their belongings and not to bring valuable items or big sums of money to school. The school shall not be held liable for any items stolen. **PARENTS ARE ASKED TO LABEL ALL OF THE CHILD'S PERSONAL BELONGINGS.**

PARTIES

Class Parties

Teachers will determine the guidelines and arrangements that best suit these events and will make this information available as needed.

Individual Birthdays

Personal birthday parties are not allowed at school. Students may bring cookies or cupcakes during lunch. It is the responsibility of the parent to contact the teacher to schedule a day to bring a birthday treat. This reduces the chances of more than one parent bringing a treat for the class or grade level on the same day.

Please speak with the teacher about alternative snacks for our students who have serious food allergies. Please don't share the cookies or cupcakes with other students in other classes or with a sibling's class.

Party invitations may be distributed at school only under the following guidelines:

- 1) Invitations must include all the girls, all the boys, or the entire class.
- 2) Invitations will be given to the teacher, who will distribute them at a time least likely to disrupt classroom activities. If a parent wants to invite only a few students, they must do

it outside school hours. Teachers are not allowed to give student information to other parents.

When arranging celebrations, always keep elementary students' feelings in mind. The chance of damaged feelings is reduced when the entire class, or all boys or girls, are included.

STUDENT HEALTH POLICIES

The following services are offered in the school clinic:

- Emergency care for sickness and injury at school
- Communicable disease control
- Health counseling for students and staff
- Injury prevention information
- Administration of medication
- Health screenings for vision, hearing, and scoliosis

Illness/Accident at School

In the event of illness or an accident, the school's administrative staff uses the information on the registration form to contact emergency contacts. Any changes in contact information should be reported to the school administration. If you don't have access to your home, work, or cell phone, make arrangements with a relative, friend, or neighbor to use their phone in the event of an emergency.

A child who feels ill or has an accident at school is sent to the nurse's office, and the parent is notified. For small injuries that occur at school, first aid materials are kept on hand for minor injuries. A student who is too ill to function in the classroom or who displays symptoms of a communicable disease will be isolated from the other students. A temperature above 100°, diarrhea and vomiting are common symptoms for which a parent will be asked to pick-up the student. Parents are requested not to bring a student back to school that has had any of these symptoms for 24 hours, during the night or morning before school begins. A student will not be allowed to stay in school if any of these symptoms are present

The school reserves the right to initiate emergency care by qualified professionals based on an assessment. Although every effort will be made to use the patient's preferred hospital, in the event of a major emergency, the nearest hospital must be selected, and the insurance must respect this decision until the patient can be evacuated to the preferred provider.

When to Stay Home

If a child shows any signs of illness within 24 hours of a school day, they should be kept at home. The primary goal of this policy is to keep other students, teachers, and staff members safe from contagious diseases. Illness can manifest itself in a variety of ways, including but not limited to:

- temperature equal to or greater than 100.0
 - yellow or green nasal discharge
 - vomiting and/or diarrhea
 - unidentified rashes
 - red eyes with watery or pus drainage – check with your family physician to rule out pink eye.
-
- any signs or symptoms of communicable childhood illnesses

Before returning to school, children should be fever free for 24 hours without the use of fever medication. If your child has a contagious infection or illness, please notify the school office so that exposure notices can be sent to the parents/guardians of the other children in his or her class. When returning to school, children with contagious illnesses or infections must bring a letter from their doctor.

If a child is hospitalized for any reason, a doctor's release is required before they can return to school. Students who have been absent for an extended period of time due to illness must obtain permission from the school nurse to return to class. **THESE RULES ARE IN PLACE TO PROTECT ALL CHILDREN.**

Medications

If possible, all medication should be administered at home. However, if the student needs to take medication during the school day, the medication will be dispensed according to the following guidelines:

1. It is not the first dose. In the event the child could have an allergic reaction to the medication, it is important that the child be under parental supervision during the period immediately following the first dose.
2. **All medications must be kept in the nurse's office.** The nurse will supervise the storing and dispensing of all prescription and non-prescription medicine. Students must bring medication to the office between 8:00 and 8:30 a.m. Students should not carry any medication to classrooms or keep any medication in lockers, backpacks or purses. Students who have medication and fail to bring it to the school office will be subject to disciplinary action.
3. Written permission and specific directions for administration of prescription medicine is required. Directions must include student's name, dates and time to be given, name of medication, strength and dosage of the medication, specific directions for administration and the name of the physician prescribing the medication.
4. ALL medication MUST be in the original container.

Non Prescribed Medications

Medications should not be carried by students throughout the school day. Students who require frequent doses of Tylenol, ibuprofen, or other medications should make arrangements with the school nurse. If non-prescription or prescription medication is to be administered for a period of no longer than 10 days, a written request from a parent or guardian is required. If non-prescription or prescription medication is to be administered longer than ten days, a written request from a physician or dentist is required. Cough drops provided by the parent may be used as needed at school. Students in elementary school should bring cough drops and a note to their teacher, who will provide the drops as needed.

Vision and Hearing Screenings

Vision and hearing screenings are conducted on a rotating basis each year. Testing schedules for screening done at GCA will be made available, as this information is determined. If a student has a challenge in this area and is not scheduled for screening, parents may contact the school office and specifically request a screening for that year. Parents who desire to have their student tested by their own physician must provide proof of screening prior to the school's scheduled screening.

Immunization Policy

Texas Law mandates immunization of elementary and high school students against certain communicable diseases. The law requires that students be immunized or vaccinated before the 1st day of school. The law further requires that students be tested for tuberculosis if they attended school or lived in a "high-risk" country in the preceding school year. The school office will provide information on age-appropriate doses required by the Texas Department of Health. Personal records validated by a licensed physician or public health care clinic may be used as proof of immunization. The nurse will keep an individual immunization record during the period of attendance for each student admitted and the record will be open for inspection at all reasonable times by local health officials. The immunization program must be complete and on file in the school office no later than the first day that school is in session or the child will be excluded from school until the program is completed. Exemptions are notarized and must be submitted to the Nurse.

ELEMENTARY SCHOOL STUDENT/PARENT COMMITMENT

Having been granted the privilege to attend Grace Christian Academy, I pledge to follow all the rules and policies of the school.

I pledge to behave respectfully toward my teachers, the staff and the administration of Grace Christian Academy. I accept their authority over me as a condition of continued enrollment.

I pledge to put forth my best effort in all school subjects and to support the Christian spirit and standards that the school seeks to maintain.

I pledge to use Godly standards when making lifestyle choices concerning my commitments, my actions and my companions.

I pledge to adhere to the GCA Code of Student Conduct.

Student Name

Grade

Student Signature

Date

I/We have reviewed the handbook with my/our child. I/We understand and agree to uphold the policies and regulations stated therein.

I/We agree to support the faculty, staff and administration of Grace Christian Academy and the Christian spirit and standards that the school seeks to maintain.

Parent/Guardian Signature

Date